JOB KIT

FOR EXTERNAL APPLICANTS
APPLYING FOR POSITIONS AT THE

DEFENSE FINANCE AND ACCOUNTING SERVICE
KANSAS CITY CENTER

(Revised: January 10, 2000)

NOTE:

The procedures for receiving consideration for vacant positions have changed and are now more structured due to implementation of a new automated referral system. As a result, it is now mandatory that each applicant desiring to receive consideration submit an open resume in strict conformance with the instructions which follow.

This package contains guidelines and instructions for preparing and submitting an acceptable resume. It also contains an example of a resume in the required format. It is important that you read this package and the instructional information at Attachment 1 carefully and insure that any resume you submit adheres to the basic format presented in the example at Attachment 2.

HOW TO SUBMIT A RESUME:

Resumes can be submitted to the Human Resource Office using one of four different methods (listed in order of preference):

a. If you have a personal computer and access to the Internet, you can prepare your resume on your personal computer as an E-mail message. The subject line should be: Resume of (your name), and your actual resume should constitute the body of the E-mail message (**not as an attachment to the email!!!**). The optimal resume will be formatted to contain no more than 74 characters per line of text and will contain no more than 11,000 total characters *(equivalent to three pages)*. Send it electronically to the following address:

dfas-kc.resume@dfas.mil

b. If you have a personal computer and word processing capability, you can prepare your resume on your personal computer and **save the file in ASCII text** (may also be listed as **text** or **text only** in most word processing programs) to a DOS formatted standard 3 1/2 inch diskette. The optimal resume will be formatted to contain no more than 74 characters per line of text and will contain no more than 11,000 total characters *(equivalent to three pages)*. The diskette can then be mailed or handcarried to the Human Resources Customer Support Unit. Please note that diskettes will not be returned to applicants.

c. You can prepare your resume on a personal computer or a typewriter and mail the hardcopy resume document to the Human Resource Office. Should you opt to mail a diskette or hardcopy resume document, please send it to the following address:

> **Defense Finance and Accounting Service**
> **Kansas City Center**
> **ATTN: DFAS-PSO/HKC**
> **1500 E. Bannister Road**
> **Kansas City, Missouri   64197-0001**

d. You can prepare your resume on a personal computer or using a typewriter and fax the hardcopy resume document to the Human Resources Customer Support Unit at the following telephone number:

(816) 926-5683

See the next section in the Job Kit for specific tips on successful resume preparation.

DEFENSE FINANCE AND ACCOUNTING SERVICE STATUS EMPLOYEES ONLY
You must submit your resumes electronically, following the above format, to either of these addresses:

| **dfas-kc resume** | **(use for DFAS email)** |
| **dfas-kc.resume@dfas.mil** | **(use for Internet email)** |

THE FORMULA FOR SUCCESS

Once your resume is received, it will be electronically entered into our automated recruitment system, and a profile of your qualifications and skills will be stored. The machine reads only typed, clear, legible submissions. This Job Kit provides helpful DO's and DON'Ts when preparing your resume. If you do not follow the guidance provided, the machine will have a difficult time focusing on the information you want to present, and this may result in your <u>losing consideration for placement</u>. Please remember, **handwritten resumes will not be accepted**.

<u>THINGS TO DO:</u>

All potential applicants should <u>read</u> this package <u>carefully and completely</u>. If they adhere to the format at Attachment 2, applicants submitting resumes electronically (via Internet or a diskette) should experience few, if any, problems in having their resume accepted by the machine. Submitters faxing their resume or mailing a hardcopy document should pay particular attention to the following requirements:

❶   Type (on a typewriter or word processor) your resume, insuring that it is clear and legible. *Handwritten resumes will not be accepted.*

❷   Use white 8 1/2 inch paper, printed on one side only.

❸   Use a laser printer if possible. A 24-pin, letter quality dot matrix printer is also acceptable.

❹   Stick to standard business fonts such as Courier, Futura, Helvetica, New Century Schoolbook, Optima, Palatino, Times and Univers.

❺   Use a font size of 10-14 points.

❻   Use capital letters instead of boldface for headings.

❼   Maintain 1/2 to one inch margins on the top, bottom and sides of all pages of the resume.

❽   Submit original resume or a very clear copy. Second and third generation copies do not scan well.

<u>THINGS TO AVOID:</u>

①   Avoid bold, italics, script and underlining.

②   Do not use horizontal or vertical lines.

③   Do not staple or fold your resume.

④   Do not deviate from the sample resume format included in this package <u>unless specifically instructed to do so</u>.

ADDITIONAL REQUIRED DATA ITEMS

In addition to the experience, education and training information on your resume, the Human Resource Management Support Center needs to acquire additional data relative to you as an individual applicant. In order for the computer to recognize this data as separate and apart from normal resume information, it must be formatted and placed on the resume in a specific fashion. Applicants should place this information on the **last** page of the resume after all other required resume information has been completed. Even though placed on the last page, it must still be completely left justified (left margin). The data fields to be included in this special section of the resume are as follows:

a. **SOCIAL SECURITY NUMBER**
(See Privacy Act Statement at Attachment 3)

For automated system purposes, SSNUM means the same thing as social security number.

Example: If your social security number is 173-28-7931, your data field entry for SOCIAL SECURITY NUMBER would be as follows:

SSNUM=173-28-7931

b. **EQUAL EMPLOYMENT OPPORTUNITY INFORMATION**
(See Privacy Act Statement at Attachment 3)

Furnishing the data requested in the following items is optional in nature, however, your participation is encouraged. Data furnished will be used only to assess the demographic makeup of the applicant pool, will not be made available to selecting officials, and will have no bearing upon your qualifications for any position for which you are seeking consideration.

The three equal employment opportunity data items are:

(1) DATE OF BIRTH

For automated system purposes, BIRTH means the same thing as date of birth.

Example: If you were born on July 11, 1947, your data field entry for DATE OF BIRTH would be as follows:

BIRTH=July 11, 1947

(2) GENDER

For automated system purposes, GENDR means the same thing as gender. In this data item, you indicate whether you are a female or male applicant.

Example: If you are a female applicant, your data field entry for GENDER would be as follows:

GENDR=F

If you are a male applicant, your data field entry for GENDER would be as follows:

GENDR=M

(3) ETHNICITY

For automated system purposes, ETHNC means the same thing as ethnicity. In this data item, you identify your basic racial and national origin category. If you are of mixed racial and/or national origin, identify yourself by the category with which you most closely identify yourself. The available categories are listed below. NOTE: Please chose only ONE category for inclusion in this data field.

A   American Indian or Alaska Native (A person having origins in any of the original peoples of North America, and who maintains cultural identification through community recognition or tribal affiliation.)

B   Asian or Pacific Islander (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. The area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.)

C   Black, not of Hispanic origin (A person having origins in any of the black racial groups of Africa. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin) (See Hispanic).

D   Hispanic (A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins. (Does not include persons of Portuguese culture or origin.)

E   White, not of Hispanic origin (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East. Does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins) (See Hispanic). (Also includes persons not included in other categories.)

Use the appropriate code which best identifies your particular racial and national origin.

Example: If you are now a United States citizen, but were originally born in the Philippine Islands, your data field entry for ETHNICITY would be as follows:

ETHNC=B

Example: If you are a native born black American, your data field entry for ETHNICITY would be as follows:

ETHNC=C

c. **CONTACT WITH CURRENT EMPLOYER**

For automated system purposes, CHECK means the same thing as contact with current employer. Indicate whether or not we may contact your current employer for information regarding your performance.

Example: If we have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=Yes

Example: If we do not have your permission to contact your current employer, your data field entry for CHECK would be as follows:

CHECK=No

d. **VETERANS PREFERENCE**

For automated system purposes, VETPR means the same thing as veterans preference. In this item, indicate whether or not you have veterans preference, and if you do, indicate the nature of that preference. Available data field entries include the following:

1   None. You are not entitled to veterans preference.

2   You are entitled to 5-point preference.

3   10-Point Disability. You are entitled to 10-point preference due to a service-connected disability.

4   10-Point Compensable. You are entitled to 10-point preference due to a compensable service-connected disability of less than 30 percent.

5   10-Point Other. You are entitled to 10-point veterans preference because you are (a) the spouse or mother of a veteran occupationally disabled because of service-connected disability, or (b) the widow/widower or mother of a deceased wartime veteran.

6   10-Point/30 Percent Compensable - Veteran. Your are entitled to 10-point veterans preference due to a compensable service-connected disability of 30 percent or more.

Example: If you served in the Armed Forces of the United States from August, 1969 until August, 1973, did not suffer any service-connected disability and were honorably discharged, the data field entry for VETPR would be as follows:

VETPR=2

Example: If you have never served on active duty in the Armed Forces of the United States, the data field entry for VETPR would be as follows:

VETPR=1

e. **EDUCATION LEVEL**

For automated system purposes, EDULV means the same thing as education level. In this item, you will indicate the highest education level you have currently achieved. The available code indicators are as follows:

HS   You possess a high school diploma or have received a GED diploma

1YR   You have <u>completed</u> one full year of education above the high school level (the equivalent of 30 semester hours or more) in an accredited college or university.

2YR   You have <u>completed</u> two full years of education above the high school level (the equivalent of 60 semester hours or more) in an accredited college or university.

AD   You have <u>received</u> a recognized Associates degree from an accredited college or university.

3YR   You have <u>completed</u> three full years of education above the high school level (the equivalent of 90 semester hours or more) in an accredited college or university.

BD   You have <u>received</u> a recognized Bachelors degree from an accredited four year college or university.

MD   You have <u>received</u> a recognized Masters degree from an accredited college or university.

DD   You have <u>received</u> a recognized Doctoral degree from an accredited college or university.

Example: If you have completed 21 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=HS

Example: If you have completed 45 semester hours at an accredited college or university, the data field entry for EDULV would be as follows:

EDULV=1YR

Example: If you have received a Bachelors degree from an accredited four year college or university, the data field entry for EDULV would be as follows:

EDULV=BD

f. **OTHER**

For automated system purposes, OTHER means the same thing as 24 semester hours of accounting. If you have completed 24 semester hours of courses in an **<u>accounting</u>** curriculum in an accredited college or university, but have not received a Bachelors degree, OR if you have a degree in a business related major field of study (other than accounting) which includes 24 semester hours of courses in an **<u>accounting</u>** curriculum, you should place this data field on your resume.

Example: You have completed 24 semester hours of accounting courses in an accredited college or university, but you do not have a Bachelors degree, OR you do have a Bachelors degree in a business related field, but not in accounting. The data field entry for OTHER would be as follows:

OTHER=24ACCT

If you have not completed 24 semester hours in an accounting curriculum in an accredited college or university, omit this data field from your resume.

g. **ANNOUNCEMENT NUMBER**

For automated system purposes, ANNNO means the same thing as announcement number. In this item, indicate the number of the vacancy announcement which advertised the position for which you wish to apply.

Example: You wish to apply for the position of Voucher Examiner, GS-540-6, which is advertised on vacancy announcement number KC98001DJ. The data field entry for ANNNO would be as follows:

ANNNO=KC98001DJ

DEFENSE FINANCE AND ACCOUNTING SERVICE STATUS EMPLOYEES ONLY

Please use the following codes as your **ANNNO**:

Cleveland Center and all its serviced organizations use:	DFAS-CL
Columbus Center and all its serviced organizations use:	DFAS-CO
Denver Center and all its serviced organizations use:	DFAS-DE
Headquarters and all its serviced organizations use:	DFAS-HQ
Indianapolis Center and all its serviced organizations use:	DFAS-IN
Regional Service Center and all its serviced organizations use:	DFAS-RSC

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h. **ELIGIBILITY FOR APPOINTMENT**

This data field entry is required for **permanent and term appointments**. If you are applying for a temporary appointment, you should not include this data field entry.

Your eligibility for appointment to a permanent position in the Federal civil service must be based on your individual qualifying status under one of several legal appointing authorities. For automated system purposes, **AUTHY means the same thing as eligibility for appointment**. Your eligibility for appointment will normally be based on one of the following circumstances:

CURRENTCS   You are currently a full time Federal civil service employee on a permanent appointment with another Federal agency.

EO12721   You have worked as an appropriated fund Federal employee overseas while a family member of a civilian employee, Non-Appropriated Fund employee or uniformed service member serving overseas. You must have accumulated 52 weeks of creditable service, received a fully successful or better performance rating and have returned to the United States from the overseas tour of duty and meet time requirements.

HANDICAP   You are a certified client of a state vocational rehabilitation agency.

ICTAP   You are an Interagency Career Transition Assistance Plan eligible. You must be a current or former employee displaced from non-DoD agencies.

OS   You are a college graduate with a grade-point average of 3.45 or better (on a scale of 4.0) for all undergraduate (bachelors degree) course work **OR** you have graduated in upper 10 percent of your class or major university subdivision.

REINSTATE   You previously attained career status in the Federal civil service on another appointment, left Federal service, and now wish to obtain a new appointment; or you previously served in the Federal civil service on a career conditional appointment within the last three years, left the Federal service, and now wish to obtain a new appointment.

30DV   You are a disabled veteran with a service-connected disability of 30% or more. You are eligible for appointment at any point in time.

VEOA   You are a veteran who is preference eligible **OR** are a veteran who has been honorably discharged from the armed forces after three or more years of active service.

VRA   You are eligible for appointment under the provisions of the Veterans Readjustment Act (VRA), i.e., if you entered active duty service in the Armed Forces of the United States <u>after May 7, 1975</u>, served on active duty for a period of more than 180 days and have other than a dishonorable discharge. If you meet these criteria, you have 10 years after the date of your last separation from active duty to apply for consideration and be appointed using VRA eligibility.

If you are unsure of your status or feel that you may qualify under another, lesser-used appointing eligibility authority, please contact the Human Resources Customer Support Unit for assistance and clarification.

NOTE: Individual applicants ultimately notified that they have been selected for appointment to a permanent position based on qualifying status under one of the authorities listed above will not be appointed until they provide appropriate documentation substantiating their qualifying status, i.e., SF-50, DD-214, letter from the Veterans Administration, letter from a state vocational rehabilitation agency, college transcripts for Outstanding Scholar applicants, etc. These selected applicants should not take any action to resign from or leave other positions in which they may be employed until they have furnished the required documentation to the Kansas City Center Human Resources Customer Support Unit, their documentation has been approved as acceptable and they have received written notification that their selection if final. There will be absolutely no exceptions to the requirement to submit substantiating documentation prior to actual appointment.

If you have eligibility for appointment under one of the appointing authorities cited above, the data field AUTHY will be included on your resume and will be completed as follows:

Example: You served on a career conditional appointment with the Department of Housing and Urban Development but resigned from that position 2 1/2 years ago. You have reinstatement eligibility. The data field AUTHY would be completed as follows:

AUTHY=REINSTATE

Example: You served on active duty in the US Air Force from July 6, 1979 until May 3, 1992. You have eligibility for appointment under the VRA authority. The data field AUTHY would be completed as follows:

AUTHY=VRA

Example: You have a letter from the Missouri Department of Vocational Rehabilitation certifying that you are a client of that agency, that you possess certain job skills and that the agency is supporting you in your efforts to obtain employment. The data field AUTHY would be completed as follows:

AUTHY=HANDICAP

Example: You are a current Federal civil service employee but are still eligible for a VRA appointment and wish to use your VRA eligibility to apply for a position at the Kansas City Center. In other words, both CURRENTCS and VRA are applicable to your personal circumstances. The data field AUTHY would be completed as follows:

AUTHY=CURRENTCS,VRA

i. LOWEST ACCEPTABLE GRADE

For automated system purposes, LACPT means the same thing as lowest acceptable grade. Based on the pay ranges for each grade and the grade levels of the various positions advertised on the vacancy announcement, you must indicate the lowest grade level position you will accept. All applicants must include this data item on their resume.

Example: You wish to apply for a position advertised on vacancy announcement KC98001DJ. The announcement is for voucher examiner positions at the GS-4, GS-5 and GS-6 grade levels. The announcement includes information on the pay ranges for each grade level. You only desire to be considered for positions at the GS-5 grade level or above. The data field LACPT would be completed as follows:

LACPT=5

Example: You wish to apply for a position advertised on vacancy announcement KC98001DJ. The announcement is for management analyst positions at the GS-11 grade level. The announcement includes information on the pay range for this grade level, and you only desire consideration for positions at the GS-11 grade level or above. The data field LACPT would be completed as follows:

LACPT=11

j. CURRENT GRADE

This data item is applicable only to those potential applicants whose eligibility for appointment is based on the fact that they are currently Federal civil service employees on permanent appointments with another Federal agency. Other applicants whose appointment eligibility is not based on similar status need not include this data item on their resumes. For automated system purposes, CURGR

means the same thing as current grade. In this data item, current Federal employees who wish to receive consideration must indicate the grade level of their current permanent position.

Example: Joe wishes to apply for a GS-501-9 financial systems analyst position advertised on vacancy announcement KC98001DJ. Joe is presently occupying a permanent GS-7 position with the Department of Justice. The data field CURGR would be completed as follows:

CURGR=7

    k. **HIGHEST GRADE HELD FOR 52 WEEKS**

    This data item is applicable only to those potential applicants whose eligibility for appointment is based on the fact that they are currently Federal civil service employees on permanent appointments with another Federal agency **OR** they have eligibility for appointment based on their qualifications for reinstatement. Other applicants whose appointment eligibility is not based on similar status need not include this data item on their resumes. This data item is intended to help ascertain whether or not you meet time-in-grade requirements for vacant positions for which you desire to be considered. Normally, to be considered for advancement to any position at grade GS-6 or above, you must have held a position at the next lower grade for a total of 52 weeks. Service creditable toward this 52 week requirement includes service under temporary appointments, temporary promotions and under permanent appointments. PLEASE NOTE: Any time spent in either **official or unofficial DETAILS is not creditable** toward time-in-grade requirements.

    For automated system purposes, HIGRD means the same thing as highest grade held for 52 weeks.

Example: Bill held a temporary promotion at the GS-7 grade level for eight weeks, and then received a permanent promotion to a GS-7 position, which he has now held for 44 weeks. The HIGHEST GRADE HELD FOR 52 WEEKS data field entry on Bill's resume would be:

HIGRD=7

    l. **CONSIDERATION FOR LESS THAN PERMANENT APPOINTMENT**

    On occasion the Kansas City Center will need to identify potential applicants to employ in positions which are not permanent in nature. There are two types of non-permanent appointments. **Temporary appointments** are made to positions which are expected to last from one or two months up to a maximum of one year. **Term appointments** are made to positions which are expected to last a minimum of one year or longer with a maximum of four years. For automated system purposes LIMIT means any type of non-permanent employment. If you would like to be considered for non-permanent appointments also, the data field LIMIT would be completed as follows:

Example: Although she would prefer an appointment to a permanent position, Mary would also consider accepting an appointment to a position which would last at least a year. Mary would complete the data field LIMIT as follows:

LIMIT=TERM

Example: Bill has been unemployed for the last six months and while seeking permanent employment, would also gladly accept either a temporary or a term position. Bill would complete the data field LIMIT as follows:

LIMIT=TERM,TEMP

ADDITIONAL INFORMATION:

If you are a qualified typist or stenographer and feel that your proficiency in these areas should be included in your resume in order to enhance your qualifications for the position for which you desire to be considered, include information on the degree of proficiency you possess, i.e., typing at 45 words per minute, shorthand at 165 words per minute, etc., in the body of your resume in the description of a job or position you have held in which you were required to apply these skills. The use of the abbreviation "wpm" is acceptable.

Your resume will be rejected if the following data field entries are missing:

SSNUM
ANNNO
LACPT

If you are applying for a permanent or term appointment, the following data field entries must be included:

AUTHY
CURGR
HIGRD

If you are applying for a temporary and/or term appointment, the following data field entry must be included:

LIMIT

Attachment 1, Resume Preparation Instructions

(NOTE: Resume should be no more than 3 pages)

Name
(Type your name using normal capitalization form for a name, i.e., Jane H. Doe)

HOME ADDRESS:
(Leave one blank line after name; use all capital letters for this heading)
Street Address
City, State, Zip Code
(Leave one blank line after HOME ADDRESS; use normal capitalization, punctuation)

HOME PHONE:
(Leave one blank line after last line of address; use all capital letters for this heading)

WORK ADDRESS:
(Leave one blank line after telephone number; use all capital letters for this heading)
Street Address
City, State, Zip Code
(Leave one blank line after WORK ADDRESS.)

WORK PHONE:
(Leave one blank line after last line of address; use all capital letters for this heading)

EXPERIENCE:
(Leave one blank line after telephone number; use capital letters for this heading)

Experience Entries (Leave one blank line after EXPERIENCE)

Please begin with current position and list any other experience entries sequentially from latest to oldest.

Do not list past jobs not relevant to the types and grade levels of positions for which you wish to be considered.

Generally, list only the last 5-8 years of pertinent experience.

Use abbreviations and shortened versions of common titles and words to insure that the dates, title and firm associated with each entry are all included on one line.

Include all administrative information for each entry as reflected on the sample resume at Attachment 2.

When listing the names of current and previous position supervisors, be sure to follow the example at Attachment 2 and use the data item title of "Supvr:".

Similarly, use the data item title of "Weekly Hrs Worked:" exactly as reflected in the sample resume at Attachment 3.

If any listed experience was gained from a detail or temporary promotion, be sure to identify it as such.

When describing duties, be sure to include:

> Only major tasks which demonstrate your knowledge and skill to perform jobs identified in your career goals.

> Any key systems or software you have worked on or with, but only if they are necessary to demonstrate your qualifications for specific positions which you have identified as personal or career objectives.

> Regulations, directives, instructions, etc. you have worked with, implemented, researched or developed that are pertinent to the jobs for which you wish to be considered.

Be sure to leave one blank line between each experience entry.)

EDUCATION:
(Leave one blank line after the last experience entry; use all capital letters for this heading)

Education Entries
(Leave one blank line after EDUCATION)
(List degrees or each educational accomplishment on a separate line as shown in the sample resume at Attachment 2. Leave at least one blank line between each entry. If you have no degree, show total credits earned and indicate whether semester or quarter hours. Technical and vocational courses of study may also be included as education entries

TRAINING:
(Leave one blank line after last education entry; use all capital letters for this heading)

Training Entries
(Leave one blank line after TRAINING; no blank lines are needed between entries. List as shown in the sample resume at Attachment 2. List only training courses that you have completed and consider relevant to the positions for which you wish to be considered.)

SKILLS:
(Leave one blank line after the last training entry; use all capital letters for this heading)

Skills Entries
(Leave one blank line after SKILLS. Use concrete terms (generally nouns) to <u>summarize</u> major skill areas already included in the EXPERIENCE and EDUCATION portions of the resume. No blank lines are needed between entries. List as shown in the sample resume at Attachment 2.)

LICENSES AND CERTIFICATES:
(Leave one blank line after the last skills entry; use all capital letters for this heading)

License and Certificates Entries
(Leave one blank line after LICENSES AND CERTIFICATES. No blank lines are needed between entries. List entries as reflected in the sample resume at Attachment 2.)

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:
(Leave one blank line after the last license and certificates entry; use all capital letters for this heading)

Honors, Awards, Special Accomplishments Entries
(Leave one blank line after HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS. No blank lines are needed between entries. List entries as reflected in the sample resume at Attachment 2. Entries may include publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards.)

Structured Data Fields:
Please refer to the section in the Job Kit Package titled Additional Required Data Items.

Attachment 2, Sample Resume

Samuel B. Jones

HOME ADDRESS:

16528 Morning Star Lane
Kansas City, MO 64283

HOME PHONE:

(816) 439-5714

WORK ADDRESS:

1500 E. Bannister Road
Kansas City, MO 64197-0001

WORK PHONE:

(816) 926-3759

EXPERIENCE:

Jan 93-Apr 96, Supvry Personnel Spec, DFAS, Kansas City, MO
Supvr: James Wright Tel: (816) 926-5324 Salary: $37,821 PA
GS-201-11   Weekly Hrs Worked: 40
Served as the human resource advisor in a headquarters directorate.
Performed organizational and position management reviews. Developed
and recommended personnel policies and personnel regulations in all
human resource functional areas. Chaired reorganization committee.
Tasked with high grade program administration and execution.
Supervised five subordinate personnel specialists. Developed
position descriptions. Compiled directorate awards program policy.

Aug 91-Dec 92, Recruiter, US Steel, Pittsburgh, PA
Supvr: Jane Smith Tel: (623)418-3322 Salary: $35,028
Weekly Hrs Worked: 40
Provided recruitment and placement services for major units.
Developed recruitment strategy and crediting plans. Developed
vacancy announcements. Evaluated candidate applications. Referred
candidates for consideration. Utilized A-PDS-C automated personnel
system. Performed awards review and processing. Provided health
benefits, life insurance and retirement advice and information.
Administered grievance and appeal programs. Participated in
negotiation of new labor contract.

Feb 88-Aug 91, Personnel Spec, McChord Container Co., Memphis, TN
Supvr: William Hodges Tel: (912) 837-4168 Salary: $32643
Weekly Hrs Worked: 40
Trained other personnel specialists. Acted as branch budget officer.
Developed organizational pay setting plan. Analyzed recruitment
trends and needs. Prepared workyear management reports. Advised
supervisors of EEO program goals and requirements. Evaluated
candidate qualifications. Referred candidates for consideration.

EDUCATION:

Rossler High School, Salina, KS, Diploma, 1979

BA, History, University of Buffalo (Buffalo, NY), 1982

15 semester hours graduate study in management theory, University of
Missouri

TRAINING:

Advanced Recruiting Techniques, 1 week, 1989
Management Development Seminar, 80 hrs, 1991

SKILLS:

Personnel Management, Recruitment and Placement, Employee Relations,
Position Management, Position Classification, Labor Relations,
Personnel Policy Development, Management and Reports Analysis,
Automated HRIS Systems, Budget Preparation, Supervision, EEO Program
Familiarity

LICENSES AND CERTIFICATES:

Licensed Compensation Analyst

HONORS, AWARDS, SPECIAL ACCOMPLISHMENTS:

Performance Award 1995, On-the-Spot Award 1994, SSP Award 1994

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SSNUM=173-28-7931           (MANDATORY FIELD)
BIRTH=July 11, 1947
GENDR=M
ETHNC=C
CHECK=YES
VETPR=2
EDULV=BD
OTHER=24ACCT
ANNNO=KC98001DJ             (MANDATORY FIELD)
AUTHY=CURRENTCS                 (MANDATORY FIELD FOR PERMANENT & TERM)
LACPT=11                    (MANDATORY FIELD)
CURGR=11                        (MANDATORY FIELD FOR PERMANENT & TERM)
HIGRD=11                        (MANDATORY FIELD FOR PERMANENT & TERM)
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LIMIT=TERM   (MANDATORY FIELD FOR TEMPORARY & TERM)

Attachment 3

PRIVACY ACT STATEMENT

You are requested to furnish this information under the authority of 42 U.S.C. 2000e-16, which requires that Federal employment practices be free from discrimination and provide equal employment opportunities for all. Solicitation of this information is in accordance with Department of Commerce Directive 15, "Race and Ethnic Standards for Federal Statistics and Administrative Reporting."

This information will be used in planning and monitoring equal employment opportunity programs and to identify employees for inclusion in skill banks and referral pools.

Your furnishing this information is voluntary. Your failure to do so will have no effect on you or on your Federal employment. If you fail to provide the information, however, then the employing agency will attempt to identify your race and national origin by visual perception.

You are requested to furnish your Social Security Number (SSN) under the authority of Executive Order 9397 (November 22, 1943). That Executive Order requires agencies to use the SSN for the sake of economy and orderly administration in the maintenance of personnel records. Because your personnel records are identified by your SSN, your SSN is being requested on this resume so that the other information you furnish on this resume can be accurately included with your records. Your SSN will be used solely for that purpose. Your furnishing of your SSN is voluntary and failure to furnish it will have no effect on you; failure to provide it, however, may result in it being obtained from other agency sources.